

## SCHEDULES FOR CIMC REVIEW - MARCH 18, 2021

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
1	164	Dept. of Employee Relations/ Operations	21-0001	<u>COVID-19 Testing Site Results</u>	New	Records of COVID-19 test results performed by Milwaukee Health Department staff for City employees and/or members of City employee households. Results are communicated to the testee and Employee Relations; the latter informs the testee's Department to facilitate return-to-work plan development and to notify other employees of possible exposure.	Creation + 1 Yr. Office	Destroy Under Supervision	Yes
2	164	Dept. of Employee Relations/ Operations	21-0002	<u>Dispute Resolution Procedure Documents</u>	New	Files created in response to a non-disciplinary workplace complaints, such as questions of wages, hours, or workplace conditions. The series contains the original complaint, as well as any investigatory documentation and the official response from DER as to the suggested resolution of the issue.	Event (Resolution of Issue) + 3 Yrs. Office	Destroy Under Supervision	Yes
3	166	Dept. of Employee Relations/ Worker's Compensation	78-E010	<u>Workers Compensation Claims Case Files (Digital)</u>	Delete/ Supersede	Worker's Compensation Injury & Illness Case Files. City employees who are injured and/or become ill on the job submit claims to the Worker's Compensation Section. This schedule will be deleted and superseded by Schedule 79-0010 <u>Worker's Compensation Claims Case Files</u> . Retention and description will remain the same.	Event (Closure of the claim) + 12 years.	Destroy Under Supervision	No
4	170	Election Commission	70-0098	<u>Election Official Application File</u>	Amend	Records pertaining to the employment of election judges and other officials to assist with staffing of various partisan and non-partisan elections. This series includes, but is not limited to, applications, letters of acceptance, status reports, complaints, and other records documenting an election official's employment for the day of one or more elections.	Event (Last Election Worked) + 5 Yrs. Office	Destroy Under Supervision	Yes
5	180	BOZA	14-E003	<u>Digital Appeals Cases and Decisions</u>	Delete/ Supersede	Original documentation & decisions of the Board of Zoning Appeals beginning in Jan. 2014. Records have been sorted & categorized in preparation for digital scanning & storage on E-Vault. This schedule will be deleted and superseded by Schedule 14-0003 <u>Appeals Cases and Decisions</u> . Retention and description will remain the same.	Permanent	N/A	No
6	180	BOZA	14-S003	<u>Appeals Cases and Decisions- Originals</u>	Delete/ Supersede	Original documentation & decisions of the Board of Zoning Appeals beginning in Jan. 2014. Records have been sorted & categorized in preparation for digital scanning & storage on E-Vault. This schedule will be deleted and superseded by Schedule 14-0003 <u>Appeals Cases and Decisions</u> . Retention and description will remain the same.	Event (Scan into Evault) + 3 Mo.	Destroy Under Supervision	No
7	191	Dept. of City Development/ Admin	11-S010	<u>City Real Estate- Acquisitions and Eminent Domain</u>	Delete/ Supersede	Record of properties acquired by the City or RACM by friendly offer (voluntarily) or eminent domain for full real estate or partial takings of property interest for riparian rights, easements or public rights-of-way. The purpose is for public use & blight elimination. This schedule will be deleted and superseded by Schedule 11-0010 <u>City Real Estate- Acquisitions &amp; Eminent Domain</u> . Retention and description will remain the same.	Event (later of last acquisition or court challenge decision) + 10 yrs.	MPLSCREEN	No

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8	217	Comptroller/ Systems Support	09-0042	<u>IT Project Files</u>	New	Various files and correspondence related to the implementation or upgrade of an IT system/process. Files can include work plans, work documents, test plans, test results, correspondence between project team members both within IT & with user departments. The documents are used to effectively manage the project team members as well as to communicate progress and status.	Event (Close of Project) + 1 Yr. Office	Destroy Under Supervision	Yes
9	217	Comptroller/ Systems Support	09-0050	<u>User Access Request Forms</u>	New	Forms used to complete changes to user access to various computer systems including the Financials and HRMS system. Forms include individual names or user ids, access change requested, and proper authorizing signature. These also include VPN request forms used to request remote access to City systems by City employees and contractors; these forms expire yearly and permission must be reapplied for.	Event (Expiration of Access) + 2 Yrs. Office	Destroy Under Supervision	Yes
10	217	Comptroller/ Systems Support	19-0052	<u>IT Management Reports and Metrics</u>	New	Records series includes reports and metrics shared outside of the IT organization, which may include staff and contractor reports, external surveys, trend reports, focus groups, and critical performance indicators.	Creation + 4 Yrs. Office	Destroy Under Supervision	Yes
11	217	Comptroller/ Systems Support	19-0053	<u>Performance Measures</u>	New	Records series includes annual accomplishments for the technical, application and production of Comptroller Systems Services Division.	Event (Close of Project) + 6 Yrs. Office	Destroy Under Supervision	Yes
12	217	Comptroller/ Systems Support	19-0054	<u>System Specifications and Quality Control Files</u>	New	Documentation of the operation of information systems maintained by the Comptroller's Office, as well as quality control data created during system migration, modification and configuration. Series also includes metadata needed for access, retrieval and interpretation of data in such a system.	Event (System Retired from Use) + 4 Yrs. Office	Destroy Under Supervision	Yes
13	217	Comptroller/ Systems Support	19-0055	<u>Software/Hardware Operating Procedures</u>	New	Records include procedures for entry of system operational parameters, system administration, hours of system operation, production control, and other aspects of ITMD infrastructure maintenance.	Event (System Retired from Service) + 3 Yrs. Office	Destroy Under Supervision	Yes

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14	217	Comptroller/ Systems Support	19-0056	<u>Operating System/Hardware Migration Plans</u>	New	Migration plans and documentation for the replacement of equipment or computer operating systems.	Event (Migration Complete) + 3 Yrs. Office	Destroy Under Supervision	Yes
15	217	Comptroller/ Systems Support	19-0057	<u>Operational and Other Automated Logs</u>	New	Records include logs created to monitor usage of Office of the Comptroller systems and services. The logs may include network or operating system logs (that are not security related), as well as logs of system/server performance and monitoring activities.	Event (Superseded) +1 Mo. Office	Destroy Under Supervision	Yes
16	217	Comptroller/ Systems Support	19-0059	<u>Request IT Support (RITS) Ticket &amp; Related Records</u>	New	Documentation of troubleshooting & problem-solving assistance for Comptroller staff for IT issues received from users in the Comptroller's Office. Records include the original complaint, any notes or responses added by IT or other staff, attachments to the complaint, & info on issue resolution. Because problems submitted are often recurrent and/or have solutions that are applicable in similar situations, tickets should typically not be deleted until they have been summarized in an internal report or procedures manual.	Event (Issue Resoled & Summarized) + 1 Mo. Office	Destroy Under Supervision	Yes
17	300	MPD Global	21-0003	<u>Hospital Guard Duty Report</u>	New	Form PM-9HE and related documentation, including arrest report with fingerprint and booking information. The form is completed by Milwaukee Police sergeants to establish a guard assignment for prisoners hospitalized at any medical facility following their arrest. The report includes information about the arrestee, the officer authorizing the guard duty, information about necessary equipment, and any special instructions.	Event (Prisoner Released/ Transferred) + 7 Yrs. Office	Destroy Under Supervision	Yes
18	360	Department of Neighborhood Services	05-0004	<u>DNS Enforcement Orders</u>	Amend	Enforcement Orders related to code violations on private property as a result of service requests filed by citizens, council persons, and Department of Neighborhood Services inspectors, as well as other interested parties. Also included are orders resulting from required periodic inspections. This series includes orders abated by owners or dismissed by inspectors, as well as documentation of abatement and record of any fees assessed.	Event (Order Closed) + 1 yr. Office/ 6 yrs./City Records	Destroy Under Supervision	Yes

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#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
19	381	Health Dept./ Admin	98-E017	<u>Disease History Cards</u>	Delete/ Supersede	Records documenting diagnosed diseases that are used to track statistics dating back to 1919. Retain permanently in WEDSS (Wisconsin Electronic Disease Surveillance System). The paper will be retained for Event (scanning) + 30 days. This schedule will be deleted and superseded by Schedule 98-0017 <u>Disease History Cards</u> . Retention and description will remain the same.	Permanent	N/A	No
20	381	Health Dept./ Admin	98-S017	<u>Disease History Cards</u>	Delete/ Supersede	Records documenting diagnosed diseases that are used to track statistics dating back to 1919. Retain permanently in WEDSS (Wisconsin Electronic Disease Surveillance System). The paper will be retained for Event (scanning) + 30 days. This schedule will be deleted and superseded by Schedule 98-0017 <u>Disease History Cards</u> . Retention and description will remain the same.	Event (Scan into WEDSS) + 3 Mo.	Destroy Under Supervision	No
21	385	Health Dept./ Laboratory	18-S089	<u>Health Laboratory Source Documents</u>	Delete/ Supersede	Source documents for Lab Requisition series: 18-0079, 18-0080, 18-0081, 18-0083, 18-0090, 69-0147, 95-0190, 95-0191, all scheduled to be imaged & maintained in the City's E-Vault. This schedule is to be deleted, and documents will be retained under the schedule numbers listed above.	Event (Scan into Evault) + 3 Mo.	Destroy Under Supervision	No
See Delete/Superseded Schedule Request Form for 6 schedules from Document Services Section									
See Delete/Superseded Schedule Request Form for 3 schedules from DER/Labor Relations									
See Delete/Superseded Schedule Request Form for 6 schedules from Election Commission									
See Delete/Superseded Schedule Request Form for 3 schedules from Historic Preservation Commission									
See Delete/Superseded Schedule Request Form for 4 schedules from DNS/Development Center									
See Delete/Superseded Schedule Request Form for 5 schedules from Comptroller/Admin									
See Delete/Superseded Schedule Request Form for 8 schedules from Comptroller/System Support									
See Delete/Superseded Schedule Request Form for 8 schedules from ERS									
See Delete/Superseded Schedule Request Form for 9 schedules from DNS									
See Delete/Superseded Schedule Request Form for 3 schedules from Health Dept./Consumer Protection/Environmental									



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**Bradley Houston**  
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## Delete/Superseded Schedule Request Form

**This document is used to request schedule deletion or the superseding of multiple schedules at once. By signing below, you certify that to the best of your knowledge, records in each series to be closed are no longer created, or have a final disposition date governed by an active schedule.**

Department Name: City Clerk/City Records Center	Department Number: 156
Department Head Jim Owczarski	Division Head Brad Houston
Department Records Coordinator	City Records Officer Brad Houston
City Clerk (on behalf of the CIMC) Jim Owczarski	Date

**Option 1 – Deleting a Schedule** This option is used when the Department no longer creates or receives records for this series. In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.

**Option 2 – Superseding a Schedule** This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. In the Details section below, please indicate the Global or other record schedule to which the records are being transferred. The “Transfer To” schedule must already exist and cannot have an expired sunset date.

Schedule #		Series Title	Change Requested		Details
1	16-S001	Structure Applications	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 16-0001 <u>Structure Applications E-Vault</u> ; No Inventory
2	95-E171	Certificate of Appropriateness (COA) File	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule (199) 95-0171 <u>Certificate of Appropriateness (COA) Digital File</u> ; No Inventory
3	94-E003	Record Retention Requests (Evault)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 94-0003 <u>Record Retention Requests</u> ; No Inventory
4	94-S003	Record Retention Requests Forms	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 94-0003 <u>Record Retention Requests</u> ; <b>Transfer 4 boxes</b>
5	95-E170	Intensive Surveys	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule (199) 95-0170 <u>Intensive Surveys</u> ; No Inventory
6	95-E172	Historically Designated Building Files	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule (199) 95-0172 <u>Historically Designated Building Files</u> ; No Inventory
7			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
8			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
9			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
10			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	



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Department Name: Department of Employee Relations/Labor Relations/Negotiations	Department Number: 167
Department Head Makda Fessahaye <i>[Signature]</i> 2-15-2021	Division Head Nicole Fleck <i>Nicole M. Fleck</i> 2/15/2021
Department Records Coordinator Katherine Holiday <i>[Signature]</i>	City Records Officer Brad Houston
City Clerk (on behalf of the CIMC) Jim Owczarski	Date

**Option 1 – Deleting a Schedule** This option is used when the Department no longer creates or receives records for this series. In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.

**Option 2 – Superseding a Schedule** This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. In the Details section below, please indicate the Global or other record schedule to which the records are being transferred. The "Transfer To" schedule must already exist and cannot have an expired sunset date.

Schedule #	Series Title	Change Requested	Details	
1	18-S067	Arbitration Documentation- Contract Interpretation	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Schedule 18-0067 <u>Arbitration Documentation- Contract Interpretation</u> ; No Inventory
2	18-S068	Interest Arbitration Documentation	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Schedule 18-0068 <u>Interest Arbitration Documentation</u> ; No Inventory
3	18-S069	Collective Bargaining Files (Historic)	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Schedule 18-0069 <u>Collective Bargaining Files (Historic)</u> ; No Inventory
4			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
5			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
6			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
7			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
8			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
9			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
10			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	



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Department Name: Election Commission	Department Number: 170
Department Head Claire Woodall-Vogg	Division Head
Department Records Coordinator	City Records Officer Brad Houston
City Clerk (on behalf of the CIMC) Jim Owczarski	Date

**Option 1 – Deleting a Schedule** This option is used when the Department no longer creates or receives records for this series. In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.

**Option 2 – Superseding a Schedule** This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. In the Details section below, please indicate the Global or other record schedule to which the records are being transferred. The “Transfer To” schedule must already exist and cannot have an expired sunset date.

Schedule #		Series Title	Change Requested		Details
1	07-S002	Active Voter Registration Cards (Original)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 07-0002 <u>Active Voter Registration Records</u> ; No Inventory
2	09-S017	Permanent Absentee Ballot Application (Original)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 09-0017 <u>Automatic Absentee Ballot Application</u> ; No Inventory
3	17-S057	Absentee Ballot Proof of Identification Documents	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 17-0057 <u>Absentee Ballot Proof of Identification Documentation</u> ; No Inventory
4	07-E002	Active Voter Registration Cards	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 07-0002 <u>Active Voter Registration Records</u> ; No Inventory
5	17-E057	Absentee Ballot Proof of Identification Documentation	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 17-0057 <u>Absentee Ballot Proof of Identification Documentation</u> ; No Inventory
6	09-E017	Permanent Absentee Ballot Application	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 09-0017 <u>Automatic Absentee Ballot Application</u> ; No Inventory
7			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
8			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
9			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
10			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	



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Department Name: Department of City Development/Administration	Department Number: 191
Department Head Lafayette Crump	Division Head
Department Records Coordinator David Schroeder	City Records Officer Brad Houston
City Clerk (on behalf of the CIMC) Jim Owczarski	Date

**Option 1 – Deleting a Schedule** This option is used when the Department no longer creates or receives records for this series. In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.

**Option 2 – Superseding a Schedule** This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. In the Details section below, please indicate the Global or other record schedule to which the records are being transferred. The “Transfer To” schedule must already exist and cannot have an expired sunset date.

Schedule #	Series Title	Change Requested		Details
1	11-S010	City Real Estate- Acquisitions & Eminent Domain	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Schedule 11-0010 <u>City Real Estate- Acquisitions &amp; Eminent Domain</u> ; No Inventory
2			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
3			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
4			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
5			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
6			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
7			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
8			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
9			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
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Department Name: City Clerk/Historic Preservation	Department Number: 199
Department Head Jim Owczarski	Division Head Carlen Hatala
Department Records Coordinator Terry MacDonald	City Records Officer Brad Houston
City Clerk (on behalf of the CIMC) Jim Owczarski	Date

**Option 1 – Deleting a Schedule** This option is used when the Department no longer creates or receives records for this series. In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.

**Option 2 – Superseding a Schedule** This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. In the Details section below, please indicate the Global or other record schedule to which the records are being transferred. The “Transfer To” schedule must already exist and cannot have an expired sunset date.

Schedule #	Series Title	Change Requested		Details
1	95-S171	Certificate of Appropriateness File	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Schedule 95-0171 <u>Certificate of Appropriateness (COA) Digital File</u> ; No Inventory
2	95-S170	Intensive Surveys	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Schedule 95-0170 <u>Intensive Surveys</u> ; No Inventory
3	95-S172	Historically Designated Building Files	<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	Superseded by Schedule 95-0172 <u>Historically Designated Building Files</u> ; No Inventory
4			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
5			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
6			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
7			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
8			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
9			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
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Department Name: Department of Neighborhood Services	Department Number: 200
Department Head Erica Roberts	Division Head
Department Records Coordinator Tanz Rome	City Records Officer Brad Houston
City Clerk (on behalf of the CIMC) Jim Owczarski	Date

**Option 1 – Deleting a Schedule** This option is used when the Department no longer creates or receives records for this series. In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.

**Option 2 – Superseding a Schedule** This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. In the Details section below, please indicate the Global or other record schedule to which the records are being transferred. The “Transfer To” schedule must already exist and cannot have an expired sunset date.

Schedule #	Series Title	Change Requested		Details
1	02-S014	Secure Structures (Plan Exam Documents) Paper	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Schedule 02-0014 <u>Secure Structures (Plan Exam Documents)</u> ; No Inventory
2	02-S015	Non-Secure Structures (Plan Exam Documents) Paper	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Schedule 02-0015 <u>Non-Secure Structures (Plan Exam Docs)</u> ; No Inventory
3	02-E014	Secure Structures (Plan Exam Documents) Paper	<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	Superseded by Schedule 02-0014 <u>Secure Structures (Plan Exam Documents)</u> ; No Inventory
4	02-E015	Non-Secure Structures (Plan Exam Documents) Paper	<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	Superseded by Schedule 02-0015 <u>Non-Secure Structures (Plan Exam Docs)</u> ; No Inventory
5			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
6			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
7			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
8			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
9			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
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Department Name: Comptroller Administration	Department Number: 211
Department Head Aycha Sawa	Division Head
Department Records Coordinator Trang Dinh	City Records Officer Brad Houston
City Clerk (on behalf of the CIMC) Jim Owczarski	Date

**Option 1 – Deleting a Schedule** This option is used when the Department no longer creates or receives records for this series. In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.

**Option 2 – Superseding a Schedule** This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. In the Details section below, please indicate the Global or other record schedule to which the records are being transferred. The “Transfer To” schedule must already exist and cannot have an expired sunset date.

Schedule #		Series Title	Change Requested		Details
1	02-S016	Accounts Payable Records -- Paper Originals	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 02-0016 <u>Accounts Payable Records</u> ; No Inventory
2	02-S017	Interdepartmental Requisition & Invoice (IRI)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0017 <u>Interdepartmental Requisitions &amp; Invoice (IRI)</u> ; No Inventory
3	08-0016	Stop Payment and Reissue Check Affidavits	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 18-0010 <u>Cash Management Administrative Records</u> ; No Inventory
4	16-S051	Direct Deposit Authorization Forms (Paper)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 16-0051 <u>Direct Deposit Authorization Forms (Electronic)</u> ; No Inventory
5	78-S157	Journal Voucher- Paper Copy	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 18-0014 <u>Journal Entries</u> ;
6					
7					
8					
9					
10					



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Department Name: Comptroller Systems Support	Department Number: 217
Department Head Aycha Sawa	Division Head David Klein
Department Records Coordinator Trang Dinh	City Records Officer Brad Houston
City Clerk (on behalf of the CIMC) Jim Owczarski	Date

**Option 1 – Deleting a Schedule** This option is used when the Department no longer creates or receives records for this series. In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.

**Option 2 – Superseding a Schedule** This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. In the Details section below, please indicate the Global or other record schedule to which the records are being transferred. The “Transfer To” schedule must already exist and cannot have an expired sunset date.

Schedule #		Series Title	Change Requested		Details
1	01-0010	FMIS Proposals and Demonstration Materials	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 19-0043 <u>Contracts - Comptroller Execution</u> ; <b>Transfer 10 boxes</b>
2	01-0011	FMIS System Design and Development	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 19-0053 <u>System Specifications</u> ; <b>Transfer 16 boxes</b>
3	01-0012	FMIS Evaluating Team Materials	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 19-0043 <u>Contracts - Comptroller Execution</u> ; <b>Transfer 11 boxes</b>
4	01-0014	Natural Programs Software Manuals and Trng Material	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 19-0055 <u>Operating Procedures</u> ; No Inventory
5	01-0015	CMS Programmers Guide	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 19-0055 <u>Operating Procedures</u> ; No Inventory
6	01-0016	FMIS Post Implementation Documentation	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 19-0056 <u>Migration Documentation</u> ; <b>Transfer 2 boxes</b>
7	01-0018	MIPS System Documentation	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 19-0055 <u>Operating Procedures</u> ; No Inventory
8	01-0019	IEF (Information Engineering Facility) Composer	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 19-0055 <u>Operating Procedures</u> ; No Inventory



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City Records Center**

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**Bradley Houston**  
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## Delete/Superseded Schedule Request Form

**This document is used to request schedule deletion or the superseding of multiple schedules at once. By signing below, you certify that to the best of your knowledge, records in each series to be closed are no longer created, or have a final disposition date governed by an active schedule.**

Department Name: Employee's Retirement System	Department Number: 287
Department Head Bernard Allen	Division Head
Department Records Coordinator Karen McElwee	City Records Officer Brad Houston
City Clerk (on behalf of the CIMC) Jim Owczarski	Date

**Option 1 – Deleting a Schedule** This option is used when the Department no longer creates or receives records for this series. In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.

**Option 2 – Superseding a Schedule** This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. In the Details section below, please indicate the Global or other record schedule to which the records are being transferred. The "Transfer To" schedule must already exist and cannot have an expired sunset date.

Schedule #		Series Title	Change Requested		Details
1	00-S030	ERS Litigation (Other Than Disabilities)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 00-0030 <u>ERS Litigation (Other Than Disabilities)</u> ; No Inventory
2	02-S008	Earnings Limitation Records	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 02-0008 <u>Earnings Limitation Records</u> ; No Inventory
3	06-S012	Member Case Files	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 06-0012 <u>Member Case Files</u> ; No Inventory
4	17-S020	Case Management Claim Files	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 17-0020 <u>Case Management Claim Files</u> ; No Inventory
5	00-E030	ERS Litigation (Other Than Disabilities)	<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Superseded by Schedule 00-0030 <u>ERS Litigation (Other Than Disabilities)</u> ; No Inventory
6	02-E008	Earnings Limitation Records	<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Superseded by Schedule 02-0008 <u>Earnings Limitation Records</u> ; No Inventory
7	06-E012	Member Case Files	<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Superseded by Schedule 06-0012 <u>Member Case Files</u> ; No Inventory
8	17-E020	Case Management Claim Files	<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Superseded by Schedule 17-0020 <u>Case Management Claim Files</u> ; No Inventory
9			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
10			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	



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## Delete/Superseded Schedule Request Form

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Department Name: Department of Neighborhood Services	Department Number: 360
Department Head Erica Roberts	Division Head
Department Records Coordinator Tanz Rome	City Records Officer Brad Houston
City Clerk (on behalf of the CIMC) Jim Owczarski	Date

**Option 1 – Deleting a Schedule** This option is used when the Department no longer creates or receives records for this series. **In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.**

**Option 2 – Superseding a Schedule** This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. **In the Details section below, please indicate the Global or other record schedule to which the records are being transferred.** The “Transfer To” schedule must already exist and cannot have an expired sunset date.

Schedule #		Series Title	Change Requested		Details
1	00-S001	Property Registration	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 00-0001 <u>Property Registration</u> ; No Inventory
2	02-S004	Daily Permits (Paper)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 02-0004 <u>Daily Permit Records</u> ; No Inventory
3	15-S020	Completed Permits (Paper)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 15-0020 <u>Completed Permits</u> ; No Inventory
4	19-S087	Title Search Form	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 19-0087 <u>Title Search Form</u> ; No Inventory
5	00-E001	Property Registration	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 00-0001 <u>Property Registration</u> ; No Inventory
6	02-E004	Daily Permit Records (E-Vault)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 02-0004 <u>Daily Permit Records</u> ; No Inventory
7	15-E020	Completed Permits (E-Vault)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 15-0020 <u>Completed Permits</u> ; No Inventory
8	05-0005	Nuisance Orders on Taxes	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 05-0004 <u>Abated Enforcement Orders</u> ; No Inventory
9	10-E042	Neighborhood Services System	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by various functional schedules
10			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	



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## Delete/Superseded Schedule Request Form

**17**This document is used to request schedule deletion or the superseding of multiple schedules at once. By signing below, you certify that to the best of your knowledge, records in each series to be closed are no longer created, or have a final disposition date governed by an active schedule.

Department Name: Health/Consumer Protection/Environmental	Department Number: 383
Department Head Marlaina Jackson	Division Head
Department Records Coordinator Taylor Rick	City Records Officer Brad Houston
City Clerk (on behalf of the CIMC) Jim Owczarski	Date

**Option 1 – Deleting a Schedule** This option is used when the Department no longer creates or receives records for this series. In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.

**Option 2 – Superseding a Schedule** This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. In the Details section below, please indicate the Global or other record schedule to which the records are being transferred. The “Transfer To” schedule must already exist and cannot have an expired sunset date.

Schedule #		Series Title	Change Requested		Details
1	17-S001	Food Establishment Inspection Plans	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 17-0001 <u>Food Establishment Inspection Plans</u> ; No Inventory
2	19-S004	Establishment Files-Paper	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 19-0004 <u>Establishment Files</u> ; No Inventory
3	17-E001	Food Establishment Inspection Plans (E-Vault)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 17-0001 <u>Food Establishment Inspection Plans</u> ; No Inventory
4			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
5			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
6			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
7			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
8			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
9			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
10			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	